



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 372.1

Job Title: **PAYROLL CONTROL CLERK**

Pay Grade: 12

GENERAL SUMMARY:

Provides entry-level payroll auditing for the Controller's Office. Audits City-wide personnel actions and performs other payroll functions as directed. Ensures personnel actions are accurate, complete, and in compliance with City ordinances and policies.

RESPONSIBILITIES:

- Assists in the auditing of personnel action forms (201s) to ensure compliance with City policies and ordinances.
- Assists in the auditing of supplemental payrolls to verify computation of FICA and FIT and accuracy of the payments to employees.
- Audits personnel actions and exceptions against current payrolls to ensure accuracy and completeness.
- Assists in the processing of payroll checks: receives checks from Central Payroll, signs and sorts checks for distribution to departments.
- May maintain computer files and process monthly reports.
- May perform limited data entry activities, processing and maintaining IRS levy file and stop-payment/reissue check file.
- Interacts with departmental payroll personnel to resolve payroll-related problems.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

One year of payroll accounting or related experience is required, with at least six months in a City department preferred.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Payroll Control Clerk
Senior Payroll Control Clerk
Payroll Control Supervisor

Effective: June 1991

Revised: September 1994